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CSS HANDBOOK PROGRAM
CURRENT STATUS REPORT

February 28, 1957

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U. S. DEPT. OF AGRICULTURE

NO.	HANDBOOK TITLE	Publication Date		Pages
		Proposed	Published	
1-AS	Handbook Program Guide - - - - -	- - - -	9-29-55	20
2-AS	Records Management Handbook - - - - -	- - - -	11-21-56	26
3-AS	Forms Management Handbook - - - - -	- - - -	5-10-56	24
4-AS	Obsolete Forms Handbook - - - - -	- - - -	9-28-56	87
5-AS	Penalty Indicia and Mail - - - - -	- - - -	10-11-56	12
6-AS	Corresp. & Wire Communications - Wash. - - - -	- - - -	7-12-56	32
7-AS	Corresp. & Wire Communications - Field - - - -	- - - -	1-30-57	19
8-AS	Procurement, Printing, Property Mgmt. - Wash. -	3 - 57	- - - -	91
9-AS	Procurement, Printing, Property Mgmt. - Field -	4 - 57	- - - -	133
10-AS	CSS Organization and Key Personnel Directory -	- - - -	7-16-56	42
11-AS	Reports Control Handbook - - - - -	4 - 57	- - - -	83
ACPS	Agri. Conservation Prog. Services Handbook - -	- - - -	6-22-56	292
1-AU	Audit Policy and Clearance of Reports - - - - -	- - - -	5-11-56	16
2-AU	Audits of ASC State, Insular, & County Offices	3 - 57	- - - -	150
1-BU	Bud. and Legis. Proc. for the Wash. Office - -	- - - -	11-5-56	45
2-BU	Budget Procedures for Commodity Offices - - - -	3 - 57	- - - -	60
3-BU	Budget Procedures for State Offices - - - - -	- - - -	6-8-56	49
1-CA	County Administrative Handbook - - - - -	- - - -	5-25-56	236
1-CN(57)	Upland Cotton Acreage Allotments (Historical Basis) - - - - -	- - - -	8-17-56	148
2-CN(57)	Upland Cotton Acreage Allotments (Cropland Basis) - - - - -	- - - -	9-6-56	149
3-CN(57)	Extra Long Staple Cotton Acreage Allotments (Historical Basis) - - - - -	- - - -	9-21-56	109
4-CN(57)	Extra Long Staple Cotton Acreage Allotments (Cropland Basis) - - - - -	- - - -	10-4-56	115
5-CN(56)	Upland Cotton Marketing Quota Instructions - -	- - - -	5-14-56	115
6-CN(56)	Extra Long Staple Marketing Quota Instructions	- - - -	5-29-56	116
7-CN	Cotton Loans (Excluding Farm-Storage Loans) - -	- - - -	6-12-56	26
8-CN	Farm-Storage Cotton Loans - - - - -	- - - -	6-27-56	30
9-CN	Cottonseed Loans - - - - -	- - - -	7-5-56	54
10-CN	Cottonseed Purchases - - - - -	- - - -	5-24-56	36
1-FI	CCC Sight Draft Handbook - ASC County Offices -	- - - -	5-28-56	34
2-FI	CCC Sight Draft Handbook - ASC State Offices -	- - (Still in 1-FI)		
3-FI	CCC Deposits and Refunds Handbook - ASC County Offices - - - - -	- - - -	1-15-57	29

1/ Watch weekly procedure checklist for current publication data.

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NO.	HANDBOOK TITLE	Publication Date		Pages
		Proposed	Published	
4-FI	CCC Lending Agency Handbook - Grains and Related Commodities - - - - -	5 - 57	- - - - -	42
5-FI	CCC Lending Agency Handbook - Cotton - - - - -	- - - - -	9-12-56	14
6-FI	CCC Lending Agency Handbook - Storage Facility and Equipment Loans - - - - -	4 - 57	- - - - -	15
7-FI	CCC Lending Agency Handbook - Peanuts - - - - -	- - - - -	10-6-56	19
8-FI	CCC Federal Reserve Bank Handbook - General - - -	5 - 57	- - - - -	30
9-FI	CCC Federal Reserve Bank Handbook - Cotton Loan Custodians - - - - -	8-57	- - - - -	40
10-FI	CCC Federal Reserve Bank Handbook - Cotton Loan Servicing Agents - - - - -	8 - 57	- - - - -	40
11-FI	CCC Federal Reserve Bank Handbook - Certificate of Interest Custodian - - - - -	5 - 57	- - - - -	16
12-FI	CCC Tobacco Servicing Agent Handbook - - - - -	- - - - -	9-17-56	25
13-FI	CCC Peanut Association Handbook - - - - -	8 - 57	- - - - -	61
14-FI	CCC Cotton Loan Servicing Agent Handbook - - - -	8 - 57	- - - - -	40
15-FI	CCC General Ledger Accounts - Commodity Offices - - - - -	- - - - -	10-15-56	161
16-FI	CCC General Ledger Operations - Commodity Offices - - - - -	6 - 57	- - - - -	30
17-FI	CCC Financial Reports - Commodity Offices - - - -	- - - - -	8-17-56	35
18-FI	Accounting for CCC Grain Loans - Commodity Offices - - - - -	3-57	- - - - -	76
19-FI	Accounting for CCC Form A and E Cotton Loans New Orleans Commodity Office - - - - -	7 - 57	- - - - -	50
20-FI	Accounting for CCC Form G Cotton Loans - New Orleans Commodity Office - - - - -	3 - 57	- - - - -	20
21-FI	Accounting for CCC Peanut Association Loans - Dallas Commodity Office - - - - -	- - - - -	10-22-56	6
22-FI	Accounting for CCC Naval Stores Loans - Dallas Commodity Office - - - - -	4 - 57	- - - - -	20
23-FI	Accounting for CCC Storage Facilities & Equipment Loans - Commodity Offices - - - - -	- - - - -	10-1-56	14
24-FI	Accounting for CCC Grain Inventory - Commodity Offices - - - - -	11-57	- - - - -	120
25-FI	Accounting for CCC Cotton Inventory - New Orleans Commodity Office - - - - -	10-57	- - - - -	50
26-FI	Accounting for CCC Processed Commodity Inventories Commodity Offices - - - - -	- - - - -	1-31-57	30
27-FI	Accounting for CCC Wool Inventory - Boston Commodity Office - - - - -	6 - 57	- - - - -	15
28-FI	Accounting for CCC Inventories of Cottonseed and Cottonseed Products - New Orleans Com. Office - - - - -	9 - 57	- - - - -	15
29-FI	Accounting for CCC Sight Drafts - Commodity Office - - - - -	3 - 57	- - - - -	30
30-FI	Accounting for CCC Bins & Equipment - Comm. Offices - - - - -	3 - 57	- - - - -	30
31-FI	Accounting for CCC Donations - Commodity Offices - - - - -	5 - 57	- - - - -	25
32-FI	Accounting for CCC Transactions under Title I, Public Law 480 - Commodity Offices - - - - -	3 - 57	- - - - -	15

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NO.	HANDBOOK TITLE	Publication Date		Pages
		Proposed	Published	
33-FI	Accounting for CCC Dispositions under Title II, Public Law 480 - Commodity Offices - - - - -		2-27-57	7
34-FI	Acceptance and Control of Letters of Credit Issued in Favor of CCC - Commodity Offices - - -	4 - 57	- - - - -	10
35-FI	Invoicing CCC Sales - Commodity Offices - - - -	10 - 57	- - - - -	32
36-FI	Accounting for CCC Cash Receipts - Commodity Off.	5 - 57	- - - - -	30
37-FI	Examination of Invoices and Vouchers Payable from CCC Capital Funds - - - - -	3 - 57	- - - - -	18
38-FI	Examination for CCC of Documents Relating to Exportation of Commodities under Title I, Public Law 480 - Commodity Offices - - - - -	3 - 57	- - - - -	15
39-FI	Accounting for CCC Acreage Reserve Certificates Commodity Offices - - - - -	4 - 57	- - - - -	30
40-FI	CCC Deposits Handbook - ASC State Offices - - -	4 - 57	- - - - -	10
41-FI	CCC General Ledger Accounts - Fiscal Division, Washington - - - - -		2-27-57	109
42-FI	Accounting for CCC Inventory of Strategic Materials - Fiscal Division, Washington - - - -	4 - 57	- - - - -	14
43-FI	CCC Financing and Washington Disbursements - Fiscal Division, Washington - - - - -	- - - -	12-21-56	4
44-FI	CCC Peanut Association Loan Handbook - - - - -	- - - -	10-19-56	10
50-FI	CCC Pricing Handbook - CSS Divisions - - - - -	8 - 57	- - - - -	50
51-FI	CCC Pricing Handbook - Commodity Offices - - - -	8 - 57	- - - - -	50
52-FI	Contracting Officers' Handbook - CCC Programs	8 - 57	- - - - -	75
53-FI	Contracting Officers' Handbook - Appropriated Fund Programs - - - - -	6 - 57	- - - - -	60
54-FI	Claims Handbook for ASC State Offices - CCC Programs - - - - -	4 - 57	- - - - -	50
55-FI	Claims Handbook for CSS Divisions and Offices - CCC Programs - - - - -	7 - 57	- - - - -	50
56-FI	Claims Handbook for ASC State Offices - Appropriated Fund Programs - - - - -	11 - 57	- - - - -	50
57-FI	Claims Handbook for CSS Divisions and Offices - Appropriated Fund Programs - - - - -	2 - 58	- - - - -	50
58-FI	Debt Collection Handbook - - - - -	4 - 57	- - - - -	100
59-FI	Claims Collection Handbook - ASC State Offices -	4 - 57	- - - - -	50
60-FI	Claims Collection Handbook - CSS Divisions and Offices - - - - -	7 - 57	- - - - -	50
70-FI	Leave Administration and Reporting - CSS Divisions and Offices and ASC State and Insular Offices - -	- - - -	7-13-56	59
71-FI	Obligations, Administrative Expenses - CSS Divisions and Offices - - - - -	- - - -	10-24-56	70
72-FI	Obligations, Administrative Expenses - ASC State and Insular Offices - - - - -	3 - 57	- - - - -	45
73-FI	Salary Payments and Withholdings - CSS Divisions and Offices and ASC State and Insular Offices - -	- - - -	10-3-56	48

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NO.	HANDBOOK TITLE	Publication Date		Pages
		Proposed	Published	
74-FI	Standardized Government Travel Regulations CSS Offices and ASC State and Insular Offices	4-57	- - - -	40
75-FI	Official Travel - CSS Divisions and Offices and ASC State and Insular Offices - - - - -	- - - -	7-19-56	60
76-FI	Reimbursable Travel Expenses - CSS Divisions and Offices and ASC State and Insular Offices - - -	6-57	- - - -	77
77-FI	Appropriations and Funds, Symbols, Titles and Provisions - CSS Divisions and Offices and ASC State and Insular Offices - - - - -	3-57	- - - -	35
78-FI	Examination and Certification of Appropriated Fund Vouchers (Other than Sec. 32) - ASC State and Insular Offices - - - - -	7-57	- - - -	90
79-FI	Examination and Certification of Section 32 Vouchers/Invoices - ASC State Offices - - - - -	7-57	- - - -	15
80-FI	Accounting Operations - ASC State and Insular Offices - - - - -	4-57	- - - -	75
81-FI	Use of Disbursement, Collection and Adjustment Forms - ASC State and Insular Offices - - - - -	3-57	- - - -	50
82-FI	Collections by ASC State and Insular Offices - -	3-57	- - - -	21
83-FI	Payroll Operations - ASC Insular Offices - - - -	4-57	- - - -	30
84-FI	Examination and Certification of Section 392 Vouchers - ASC Insular Offices - - - - -	3-57	- - - -	50
85-FI	Accounting Operations for Section 392, Bond, Tax Deductions - ASC Insular Offices - - -	4-57	- - - -	20
86-FI	Examination and Certification of CSS Program Vouchers/Invoices - Commodity Offices - - - - -	3-57	- - - -	50
87-FI	Accounting and Reports, CSS Programs - Commodity Officers - - - - -	7-57	- - - -	235
88-FI	Obligations, Section 32 and 6 Programs - CSS Divisions and Commodity Offices - - - - -	3-57	- - - -	15
89-FI	Payroll Operations - Fiscal Division - - - - -		2-18-57	27
90-FI	CSS Voucher Examination and Certification - Fiscal Division - - - - -	8-57	- - - -	185
91-FI	CSS Accounting and Reports - Fiscal Division - -	8-57	- - - -	250
92-FI	CSS Billings, Collections and Receivables - Fiscal Division - - - - -	8-57	- - - -	30
93-FI	Designation and Bonding of Certifying, Collection and Custodial Officers - CSS Offices and ASC State and Insular Offices	3-57	- - - -	40

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		Proposed	Published	
1-CORN(57)	Corn Allocations County Handbook - - - - -	- - - -	10-22-56	56
2-CORN(56)	Corn Allocations State Handbook - - - - -	- - - -	1-9-56	19
3-CORN(57)	Survey to Obtain Acreage Data in New Commercial Corn Counties - State and County - -	- - - -	10-3-56	16
1-WHEAT(57)	Wheat Allotment County Handbook - - - - -	- - - -	2-27-56	47
2-WHEAT(57)	Wheat Allotment State Handbook - - - - -	- - - -	5-18-56	19
3-WHEAT	Wheat Marketing Quota Handbook - - - - -	- - - -	2-6-56	78
1-RICE(57)	Rice Allotment County Handbook (Prod. Basis) - -	- - - -	12-11-56	58
2-RICE(57)	Rice Allotment County Handbook (Farm Basis) - -	- - - -	12-18-56	53
3-RICE(57)	Rice Allotment State Handbook (Producer Basis) -	- - - -	12-11-56	18
4-RICE(57)	Rice Allotment State Handbook (Farm Basis) - - -	- - - -	12-18-56	18
5-RICE	Rice Marketing Quota Handbook - - - - -	- - - -	5-18-56	101
1-GR	Commodity Loan and Purchase Handbook - - - - -	- - - -	10-31-56	172
2-GR	Rice Supplement to CL&P Handbook - - - - -	4-57	- - - - -	20
3-GR	Bean Supplement to CL&P Handbook - - - - -	4-57	- - - - -	20
4-GR	Loan Inspector's Handbook - - - - -	- - - -	6-13-56	19
5-GR	Farm Storage Facility Loan Handbook - - - - -	- - - -	6-19-56	95
6-GR	Mobile Drier Loan Handbook - - - - -	- - - -	6-19-56	72
7-GR	Granary Program Property Management Handbook - -	5-57	- - - - -	40
8-GR	Receiving & Shipping at Bin Sites Handbook - - -	4-57	- - - - -	40
9-GR	CCC Grain and Property Maintenance - - - - -	4-57	- - - - -	35
10-GR	Physical Inventory Handbook - CCC Program Property and Commodities - - - - -	4-57	- - - - -	25
11-GR	State and County Local Sales Handbook - - - - -	4-57	- - - - -	15
12-GR	Redemption of Soil Bank Certificates for Grain -	- - - -	9-7-56	32
13-GR	CCC Fleet Storage Handbook (Tentative) - - - - -	4-57	- - - - -	13
14-GR	Commodity Loan & Purchase Handbook, Kansas City Area - - - - -	3-57	- - - - -	180
15-GR	Bean Supplement to CL&P Handbook, Kansas City Area - - - - -	4-57	- - - - -	20
1-LD	Wool Payment Program Handbook - - - - -	- - - -	3-22-56	61
1-OP	Peanut Marketing Quota Handbook - - - - -	- - - -	10-2-56	103
2-OP	Peanut Marketing Quota Handbook - - - - -	- - - -	6-7-56	29
1-PA	Marketing Quota Referenda Handbook - - - - -	- - - -	6-21-56	16
2-PA	Marketing Quota Review Handbook - - - - -	- - - -	11-29-56	48

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No.	HANDBOOK TITLE	Publication Date		Pages
		Proposed	Published	
1-PM	Organization - - - - -	6-57	- - - -	56
2-PM	Position Classification & Wage Administration - -	6-57	- - - -	15
3-PM	Employment - - - - -	3-57	- - - -	114
4-PM	Employee Relations - - - - -	- - - -	10-10-56	33
5-PM	Performance Evaluation - - - - -	3-57	- - - -	33
6-PM	Training - - - - -	- - - -	6-25-56	9
7-PM	Incentive Awards - - - - -	- - - -	6-20-56	38
8-PM	Safety and Health Handbook - - - - -	- - - -	1-23-57	38
9-PM	Conduct of Employees - - - - -	6-57	- - - -	52
10-PM	ASC State Office Handbook (Supplemental) - - - -	- - - -	10- 2-56	26
11-PM	Personnel Officer Handbook - - - - -	6-57	- - - -	25
1-PP	Acreage and Performance Determination (ASC State Offices) - - - - -	- - - -	2-17-56	11
2-PP	Acreage and Performance Determination (ASC County Offices) - - - - -	- - - -	3-21-56	55
3-PP	Premeasurement - - - - -	- - - -	12-11-56	8
4-PP	Scale Checking and Preparation of Aerial Photography - - - - -	- - - -	5-25-56	19
5-PP	Procurement of Aerial Photography - - - - -	3-57	- - - -	8
1-PS	Processed Commodity Management Handbook - - - -	7-57	- - - -	90
1-SB	County Conservation Reserve Handbook - - - - -	- - - -	8-24-56	75
2-SB	State Conservation Reserve Handbook - - - - -	- - - -	8-24-56	19
6-SB	County Acreage Reserve Handbook - - - - -	- - - -	12-31-56	83
7-SB	State Acreage Reserve Handbook - - - - -	3-57	- - - -	17
1-SU	County Sugar Beet Handbook - - - - -	- - - -	1-19-56	54
2-SU	State Sugar Beet Handbook - - - - -	- - - -	11-22-55	66
3-SU	County Sugarcane Handbook - - - - -	- - - -	10-10-55	98
4-SU	State Sugarcane Handbook - - - - -	- - - -	9-12-56	30
5-SU	Sugarcane Handbook - Caribbean Area - - - - -	- - - -	2-24-56	68
6-SU	Sugarcane Handbook - Hawaiian - - - - -	- - - -	12- 7-56	94
7-SU	Honey Loan and Purchase Agreement Handbook - - -	5-57-	- - - -	25

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No.	HANDBOOK TITLE	Publication Date		Pages
		Proposed	Published	
1-TB(57)	Tobacco Allotment Handbook(Burley Flue, Fire, Air, and Sun) - - - - -	- - - -	9-17-56	40
2-TB(57)	Tobacco Allotment Handbook (CF&B) - - - - -	- - - -	9-21-56	37
3-TB(57)	Tobacco Allotment Handbook (MD) - - - - -	- - - -	9-21-56	35
4-TB	Tobacco Marketing County Handbook (Burley, Flue, Fire, Air, Sun CF&B, MD) - - - - -	- - - -	6-19-56	41
5-TB	Tobacco Marketing State Handbook (Burley, Flue, Fire, Air, and Sun) - - - - -	- - - -	6-19-56	50
6-TB	Tobacco Marketing State Handbook (Maryland) - - - - -	- - - -	9-11-56	58
7-TB	Tobacco Marketing State Handbook (CF&B) - - - - -	- - - -	8- 8-56	32
1-TS	Traffic Management Handbook for CSS Offices - -	4-57	- - - -	80
		<u>Pending</u>	<u>Published</u>	<u>Total</u>
No. of Handbooks - - - -		86	88	174
No. of Pages - - - - -		4367	4806	9173

Prepared by: Procedure and Communications Branch
Administrative Services Division
Washington, D. C.

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